



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMEU-SMO

NOV 14 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Management Command, Europe Region (IMCOM-Europe)
Process for Stationing Requests and Stationing-Related Staff Assistance Requests

1. REFERENCES.

a. IMAH-OPD-D memorandum, dated 27 June 2006, Subject: US Army Installation Management Agency Policy Memorandum #12, Central Tasking Office (CTO).

2. PURPOSE. To provide guidance to all Europe Region Divisions and subordinate U.S. Army Garrisons (USAGs) regarding proper coordination for stationing requests and stationing-related staff assistance requests (SAR).

3. DISCUSSION.

a. In accordance with reference 1.a, all IMCOM-Europe Garrisons will accept and/or respond only to taskers issued by their higher HQs CTO (EURO CTO for direct-report Garrisons, direct-report Garrison CTO for indirect-report Garrisons).

b. General lines of communication (LOC) for all stationing-related issues are portrayed at Enclosure 1. Personnel at all echelons within the EURO hierarchy will adhere to these lines of communication. IMCOM-Europe Region staff will coordinate directly only with their direct-report garrison counterparts; coordination with indirect-report garrisons will be through the intermediate direct-report garrison.

c. Organizations needing stationing assistance/information from the Region HQ will submit a Staff Assistance Request (SAR) to the IMCOM-Europe Stationing Management Office (SMO) via the LOCs portrayed in Enclosure 1 using the SAR template (Enclosure 2) and following the procedures outlined in the General Staff Assistance Request (SAR) Processing Flow at the top of Enclosure 3.


d. Stationing requests (requests for facilities) will be submitted to the IMCOM-Europe SMO via the LOCs portrayed in Enclosure 1 and following the specific procedures outlined in the Stationing Request Processing Flow in Enclosure 3.

IMEU-SMO

SUBJECT: Installation Management Command, Europe Region (IMCOM-Europe)
Process for Stationing Requests and Stationing-Related Staff Assistance Requests

4. POINT OF CONTACT (POC). IMCOM-Europe SMO (IMEU-SMO) is the proponent for all stationing-related issues. POC is Mr. Bob Henderson, 370-5170, robert.f.henderson@us.army.mil.

Encls
as



RUSSELL B. HALL
Director

DISTRIBUTION:

USAG Benelux, Attn: IMEU-CHV-ZA, CMR 451, APO AE 09708
U.S. Army Europe Region Transformation Group (Nordbayern) (Provisional), Unit
26622, APO
AE 09244

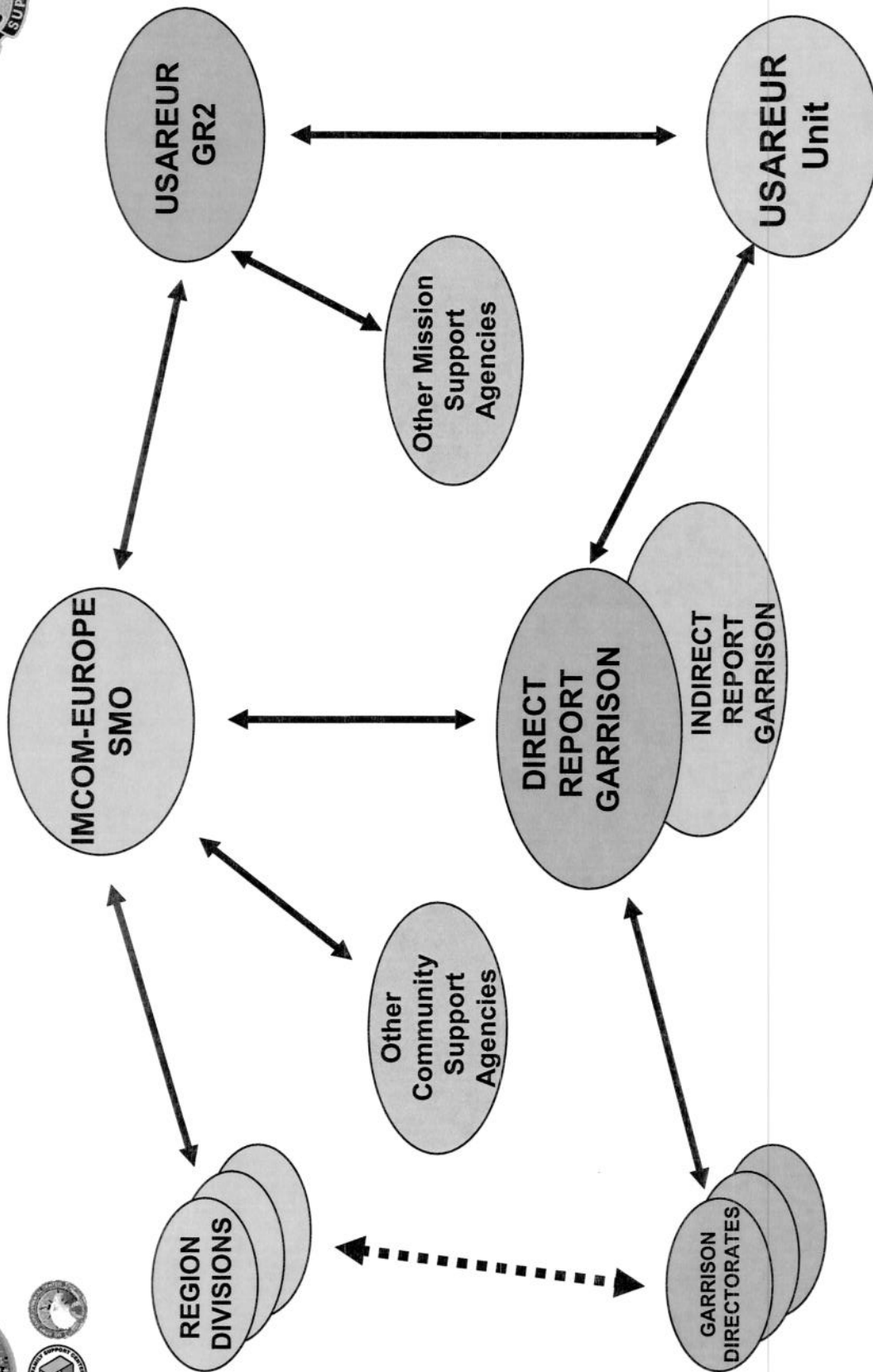
USAG Grafenwoehr, Attn: IMEU-GFW-ZA, Unit 28130, APO AE 09114
USAG Heidelberg, Attn: IMEU-HEI-ZA, Unit 29237, APO AE 09102-9237
USAG Hessen, Attn: IMEU-HAN-ZA, CMR 470, APO AE 09165
USAG Stuttgart, Attn: IMEU-STU-ZA, Unit 30401, APO AE 09107
USAG Vicenza, Attn: IMEU-VIC-ZA, Unit 31401, Box 80, APO AE 09630
IMCOM-Europe Division Chiefs

CF:

Office of the Deputy Chief of Staff, G3, AEAGC, Unit 29351, APO, AE 09014 (w/encl)
DeCA Europe, Attn: DECA-EU-DO, Unit 3060, APO AE 09094 (w/encl)
AAFES Europe Region, Attn: Chief of Plans, Unit 24580, APO AE 09245 (w/encl)
DoDDS - Europe, Attn: Mr. Crongeyer, Unit 29649, Box 7000, APO AE 09096-7000
(w/encl)



LINES OF COMMUNICATION



Formal Communication Informal Communication

Stationing SAR (Staff Assistance Request)

Date Submitted:

Organization:

Short Title:

Description:

Background Details:

POC/SME:

Name:

DSN:

Email:

To be completed by Europe Region

SAR Tracking #:

Region POC/SME:

Name:

DSN:

Email:

Date Completed:

Region Response:

General Staff Assistance Request (SAR) Processing Flow

1. SAR template completed (by IMCOM-EUROPE Region Division, Direct Report Garrison (DRG), GR2, or Other Community Support Agency) and submitted to SMO.
2. SMO assigns RFI tracking number and reviews SAR.
 - a. If SMO can answer, it completes SAR response section and returns to submitting organization.
 - b. If SMO cannot answer, it identifies office of primary responsibility (OPR) and assigns SAR as a MSO tasker with initial 5-day suspense.
3. OPR coordinates as needed with Region staff, DRGs, and/or U'R or other agencies, completes SAR response section, and returns to SMO.
4. SMO reviews response and forwards to submitting organization; closes out SAR tasker with MSO.

Stationing Request Processing Flow

1. Tenant wants to relocate to or get additional space within USAG X area of responsibility.
2. Tenant submits Stationing Concept Plan (Cover Memo and draft AE Form 220-5C-R); AE Reg 220-5 prescribes specific information required to be included in the Stationing Concept Plan. AE Reg 220-5 can be found online at <https://www.aeaim.hqusareur.army.mil/library/reg/pdf/ur220-5.pdf>; AE Form 220-5C-5 can be found online at <https://www.aeaim.hqusareur.army.mil/library/for/adobe/220-5c-r.pdf>
 - a. U'R tenants and/or other mission support tenants submit Stationing Concept Plan up their chain of command to GR2, with copy furnished to USAG X.
 - b. Other tenants (community support organizations, other agencies such as DTRA, etc.) submit Stationing Concept Plan directly to SMO, with copy furnished to USAG X.
3. Stationing Concept Plan is initially evaluated.
 - a. If submitted to GR2 (2a above), GR2 evaluates for consistency with overall U'R plan and can deny request. If GR2 wants to proceed, then they forward request to IMCOM-Europe SMO.
 - b. If submitted directly to SMO (2b above), SMO moves to step 4.
4. SMO evaluates for consistency with overall Regional plan, assigns SAR tracking number, and coordinates initial review of Stationing Concept Plan with PW (and other Divisions as appropriate) and GR2, and direct-report garrison (DRG).
 - a. If RD disapproves, then SMO forwards concept plan disapproval to submitting organization with Cc to DRG and GR2 (if they are not the submitting organization).
 - b. If RD approves, then SMO forwards concept plan approval to submitting organization with Cc to DRG and GR2 (if they are not the submitting organization).
5. If Stationing Concept Plan is approved, then Tenant prepares Stationing Analysis (Cover Memo, AE Form 220-5C-R, Telecom annex – see AE Reg 220-5 for instructions) with assistance of USAG X. (For sensitive/close hold actions, SMO forwards concept approval to appropriate IMCOM-Europe Division to prepare Stationing Analysis).
 - a. U'R tenants and/or other mission support tenants submit Stationing Analysis up their chain of command to GR2, with copy furnished to USAG X.
 - b. Other tenants (community support organizations, other agencies such as DTRA, etc.) submit Stationing Analysis directly to SMO, with copy furnished to USAG X.
6. SMO coordinates evaluation of Stationing Analysis (with input from GR2, IMA-EURO Divisions, and DRG).
7. SMO forwards final IMA-EURO decision to GR2 and DRG (and Tenant if other than U'R or mission support) and closes out SAR tasker with MSO.
8. As required, GR2 issues MOVEMENT DIRECTIVE for U'R tenant units.
9. USAG X executes.